

To: Manna, Richard[Manna.Richard@epa.gov]; Lopez, Peter[lopez.peter@epa.gov]
Cc: Pace, Donald[Pace.Donald@epa.gov]
From: McCabe, Catherine
Sent: Mon 12/11/2017 5:31:58 PM
Subject: RE: Welcoming Region 2's Chief of Staff and Special Assistant

Thanks, Rich. I would suggest adding a little additional information about Chris Lyons' background, e.g. his current job and location, education.

From: Manna, Richard
Sent: Monday, December 11, 2017 9:10 AM
To: Lopez, Peter <lopez.peter@epa.gov>; McCabe, Catherine <McCabe.Catherine@epa.gov>
Cc: Pace, Donald <Pace.Donald@epa.gov>
Subject: Welcoming Region 2's Chief of Staff and Special Assistant

Pete & Catherine,

Following is a draft announcement welcoming Mr. Lyon and Mr. Kopec. Please review and let me know of any changes you would like. Both Mary Mears and Mike McGowan have reviewed and they had no suggested changes. As of this morning, Mr. Lyon has not cleared security but I expect that he will clear within the next few days.

Rich

Colleagues,

I am pleased to announce the appointments of our new Chief of Staff and Special Assistant. Chris Lyon will be joining the Region on December XX, 2017 as our Chief of Staff. Chris has worked throughout his career in a variety of consulting roles, including several high profile political campaigns, providing innovative strategies and solutions to problems and developing communication tools that resonate with target audiences. Chris most recently directed a consulting firm that specialized in strategy, communications, media relations and policy development. Chris is highly organized, energetic and will certainly be of great value to me and the entire Region in moving our environmental agenda forward.

Steve Kopec will also be joining the Region 2 workforce as a Special Assistant in my office. Steve will begin on December 18, 2017. Steve comes to us from private industry where he fashioned his career around customer service and organizational efficiencies. Steve is an experienced manager with skills in team building, management and organization.

Both Chris and Steve will report directly to me. Please join me in welcoming both Chris and Steve to our Region 2 family.

Regards,

Pete Lopez
Regional Administrator